



## **STATE OF TENNESSEE**

### **SOLICITATION CAMPAIGN REQUIREMENTS**

#### **I. PRIOR TO BEGINNING A CAMPAIGN**

A. A true copy of all contracts and addenda should be sent to this office. They should be signed by two (2) officials of the charitable organization and one (11) official of the professional solicitor or fund raising counsel. T.C.A. § 48-101-513 (g)(3)

B. A completed Solicitation Campaign Notice should be sent to this office. The signatures must be made in the presence of a Notary and the form must be notarized. T.C.A. § 48-101-513 (g)(4) INCLUDE A LIST OF EMPLOYEES.

C. An Authorization to Solicit form must be properly completed. The pink copy is submitted to this office. The white copy is posted at the solicitation site. The yellow is to remain in the possession of the professional solicitor. This form requires two (2) signatures of officials of the charitable organization and the signature of the professional solicitor. T.C.A. § 48-101-513 (g)(1) and (2)

D. All persons hired to solicit on behalf of, or in conjunction with, a charitable organization, must be registered with this office. It is the responsibility of the professional solicitor to register all employees. The employee registration application must be signed by the employee in the presence of a notary and notarized. SUBMIT EACH APPLICATION WITH A TEN DOLLAR FEE. T.C.A. § 48-1001-507 (b)

E. All scripts and mail or (fulfillment) literature used in each campaign must be submitted to this office. Other literature includes, but is not limited to, any tickets, pledge invoices, thank-you letters, etc. Prior to requesting a donation, professional solicitors are required to identify their status as professional solicitors who will receive as compensation a portion of the solicited funds. This applies to all verbal and written requests for contributions, as well as pledge confirmation. If a Solicitee asks what percentage of the proceeds go to the charitable organization will be, you must disclose that information. T.C.A. § 48-101-513 (j)(1) and (3)

#### **II. AFTER COMPLETION OF A CAMPAIGN**

A. A Summary of Financial Activities of a Professional Solicitor (SFA-PS) form must be submitted to this office within ninety (90) days of the close of a campaign. This form must be signed by two (2) officials of the charitable organization and by the professional solicitor. The signatures must be notarized. T.C.A. § 48-101-507

B. The SFA-PS form must be audited by an independent public accountant and the audit submitted with the SFA-PS. If the charitable organization has full contractual control of all funds raised, the audit may be waived; however, the SFA-PS must still be submitted. T.C.A. § 48-101-507